



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 2314.2
Effective Date: June 9, 1999
Expiration Date: October 8, 2004**

**Responsible Office: Capital Investment Planning Office,
Systems Engineering Competency**

SUBJECT: Micrographics Program

1. SUMMARY

This directive sets forth this Center's policy, designation, and responsibilities for effectively managing the selection, application, and utilization of all micrographics systems and associated equipment.

2. POLICY

Langley Research Center (LaRC) policy is to encourage the use of the micrographic systems whenever it will serve to improve overall information resources management, reduce the size and volume of information collections, and enhance information system utility.

3. DESIGNATION

The Langley Facility Utilization Manager, Capital Investment Planning Office (CIPO), is this Center's Micrographics Manager.

4. RESPONSIBILITIES

Langley Facility Utilization Manager, CIPO

- a. Manage Center's Micrographics Program.
- b. Provide advice to management officials, as required, on matters related to micrographics systems, equipment, and applications.
- c. Develop Center policies and procedural guidelines for micrographic services.
- d. Maintain or assure that an up-to-date inventory of installation micrographic equipment is maintained. This inventory will include a brief explanation of the application for each item.

e. Review or assure that a periodic review of the equipment listed on the inventory is conducted. This review will include equipment performance, utilization, user reaction, and recommendation concerning the redistribution or turn-in of any equipment whose utilization or contribution to improved productivity, responsiveness, and quality no longer supports its retention.

5. REQUEST FOR MICROGRAPHICS SERVICES

Organizations desiring information on micrographics or those which have identified possible applications are to contact the Micrographics/Engineering Drawing Files Office, 7 East Taylor Street (Facility 1130T2), extension 41325.

6. RECISION

LAPD 2314.2, dated January 12, 1996.

Jeremiah F. Creedon
Director